

THE TULALIP TRIBES
TGO/QCC/BINGO
Job Description

JOB TITLE: Revenue Auditor

POSITION NUMBER: ON GOING

NOTE: Sections in box are minimum requirements that all applicants must have to be considered for this job. These requirements must be stated on your application form to be considered for this position. Applicants may be subject to testing.

The Tulalip Tribes publicly announces that Indian Preference in hiring shall apply to all Tulalip Tribal job opportunities.

EDUCATION:

☐ High School Diploma or GED equivalent required.* (Copy of documentation must be submitted with application)

SKILLS:

- ☐ Must be intuitive, detail oriented, and be able to pass an auditing skills test with a minimum score of 70%. (Test required)
- ☐ Ten-Key by touch. (Test required)
- ☐ Must be computer literate using Microsoft Excel. (Test required).
- ☐ Must have excellent organizational skills.
- ☐ Must have excellent communication skills.
- ☐ Ability to work with the public and co-workers in a professional and tactful manner.
- ☐ Ability to maintain confidentiality of records and information.

EXPERIENCE:

- ☐ Minimum of one (1) year general office experience required.
- ☐ Prior cash handling, inventory control, and/or audit experience preferred.

OTHER REQUIREMENTS:

- ☐ Must be willing to be cross trained in several areas to promote teamwork.
- ☐ Will be responsible for the deliverance of the highest level of customer service to guests, VIP's, and co-workers.
- ☐ Must attend mandatory guest service training.
- ☐ Must be flexible to work both Casino sites, the "New" Tulalip Casino and the Quil Ceda Creek Casino.
- ☐ Must successfully complete and pass a National Indian Gaming Commission background investigation.
- ☐ Must be able to obtain a Class III certification, and be licensed, with the Washington State Gambling Commission and the Tulalip Tribal Gaming Agency.
- ☐ Must be able to work any shift assigned to include days, swing, grave, weekends, and/or holidays.
- ☐ Must have a successful employment history with Tulalip Tribes and or other employment entities.

Physical Requirements and/or Prerequisites:

- ☐ Manual and finger dexterity for operation of personal computer and routine paperwork.
- ☐ Ability to sit for extended lengths of time.
- ☐ Tolerance to be exposed to computer screen for prolonged periods of time.
- ☐ Tolerance to work in a smoke filled environment.
- ☐ Ability to climb stairs on a daily basis.

Casino Department: Finance

Employee Classification: Non-exempt

Job Summary: Audits Revenue areas to monitor accuracy of records, including transfer of information to general ledger. Maintains books in compliance with generally accepted accounting principles.

Employee Reports To: Lead Revenue Auditor or designee

Extent of Job Authority: To perform accounting functions in conformity with generally accepted accounting principles.

Specific Duties Performed:

1. Reconcile gross receipts or sales and payouts to daily deposits.
2. Prepare and post revenue to the general ledger system.
3. Summarizes information as requested.

4. Track overages and shortages.
5. Assists in the monthly physical count of inventory as deemed necessary.
6. Reviews all general ledger items for specified accounts, and balances the general ledger monthly.
7. Prepares adjusting journal entries for assigned audit area(s).
8. Tracks and investigates major variances.
9. Maintain adequate inventories and control usage of serially pre-numbered documents, reports, records, and other forms as deemed necessary.
10. Assist other Revenue Auditors in cases of absence or deemed necessary.
11. Communicate with Casino personnel and outside agencies to exchange information and resolve issues or concerns.
12. Sends notifications of error to department managers and TGA regarding non compliance and variances.
13. Performs other duties as may be requested by supervisor.

Terms of Employment: This is a Regular Full-time position requiring 40 hours per week or 2080 per year.

Pay Rate: \$15.43 per hour

Opening Date: ON GOING

Closing Date:

Please return your completed application to the Tulalip Casino Receptionist by the closing date and time.

*** Required documents must be submitted prior to interviewing.**

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